Dear Exhibitor,

This Exhibition Technical Manual contains important information and is designed to assist you in preparing for ESID 2018 Exhibition.

The Exhibition will be held in conjunction with the 18th biennial ESID meeting to be held from **24-27 October 2018, in Lisbon, Portugal.**
The floor plan has been designed to maximize the exhibitor’s exposure to the delegates.

Please read all the information in this manual. It will take you very little time now and could save you a great deal of time later.

**Exhibitor Portal**
Each exhibitor will receive a separate e-mail with individual login and password details for the Exhibitor Portal. The portal enables Sponsors and Exhibitors to:

- Submit Company logo and profile
- Order your exhibitor badges
- Submit stand drawing (for “Space Only” stands)
- Order Lead retrieval/scanner
- Submission of other deliverables as per contract

Kindly note that only by submission of your company profile and logo, you will be permitted access to the other services available for you.
We recommend keeping the Exhibitor’s Portal link together with your login information on hand for future reference.

**Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the Exhibition.**

We shall be happy to assist you with any additional services that you may require. If there is anything we can do to facilitate your stand set up, please do not hesitate to contact us.

We look forward to welcoming you in Lisbon and wish you a successful meeting and Exhibition.

Best Regards,

Sharon Gamliel
Exhibition & Industry Coordinator

Kenes Group
Rue François-Versonnex 7, 1207 Geneva, Switzerland
E: sgamliel@kenes.com | T: +41 22 908 0488 | F: +41 22 906 9140
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Section 1: General Information

Meeting Dates
Wednesday, 24 October until Saturday, 27 October 2018.

Meeting Secretariat
Kenes Group
Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488
Fax: +41 22 906 9140
E-mail: esid@kenes.com

Hotel Accommodation
Elda Hehle
Tel: +41 22 908 0488 Ext: 631 | E-mail: ehehle@kenes.com

Exhibition Manager & Industry Symposia Coordinator
Sharon Gamliel
Tel: +41 22 908 0488 Ext: 562 | E-mail: sgamliel@kenes.com

Industry Liaison & Sales Associate
Frederiek Strating
Tel: +31 20 763 0512 | E-mail: fstrating@kenes.com

Registration Specialist
Netta Dafne
Tel: +41 22 908 0488 Ext: 576 | E-mail: ndafne@kenes.com

Venue
CCL - Centro de Congressos de Lisboa
Lisbon Congress Centre
Praça das Indústrias, 1300-307, Lisbon, Portugal
Tel: (+351) 218921400

Meeting Website
For updated information regarding the Meeting, please visit the website:
https://esid.kenes.com/2018

Hotel Booking
Kenes Group is offering exhibitors specially reduced rates for various hotels around the meeting venue. Information, pictures, location and rates are available on the hotel accommodation page: https://hotel.kenes.com/en/congress/ESID18 or email us to: booking@kenes.com
You may also book a room online through the above link.
For group booking (10 rooms and more) please contact Elda Hehle. E-mail: ehehle@kenes.com
Different payment and cancellation conditions apply.
# Exhibition Related Table

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Deadline</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel Reservation for Staff</td>
<td>As soon as possible</td>
<td>Elda Hehle</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:ehehle@kenes.com">ehehle@kenes.com</a></td>
</tr>
<tr>
<td>Company logo and profile</td>
<td>As soon as possible and no later than 20 August</td>
<td>Via Kenes Exhibitor’s Portal</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a></td>
</tr>
<tr>
<td>Designed Stand Approval</td>
<td>Thursday, 6 September</td>
<td>Via Kenes Exhibitor’s Portal</td>
</tr>
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<td></td>
<td><a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a></td>
</tr>
<tr>
<td>Barcode Readers</td>
<td>Tuesday, 16 October</td>
<td></td>
</tr>
<tr>
<td>Exhibitor Badges</td>
<td>Tuesday, 16 October</td>
<td></td>
</tr>
<tr>
<td>Electricity and Furniture Package (Offered for Shell Scheme stands only)</td>
<td>Tuesday, 25 September</td>
<td>Sharon Gamliel</td>
</tr>
<tr>
<td>Dedicated Wi-Fi / Internet</td>
<td>Tuesday, 25 September</td>
<td><a href="mailto:sgamliel@kenes.com">sgamliel@kenes.com</a></td>
</tr>
<tr>
<td>Stand Cleaning</td>
<td>Tuesday, 25 September</td>
<td>Joana Pinto</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:joana.pinto@ccl.fil.pt">joana.pinto@ccl.fil.pt</a></td>
</tr>
<tr>
<td>Rigging</td>
<td>Tuesday, 25 September</td>
<td></td>
</tr>
<tr>
<td>Telecommunications and AV Equipment (Plasma/LCD screen, Telephone, Laptop, Desktop)</td>
<td>Tuesday, 25 September</td>
<td></td>
</tr>
<tr>
<td>Text for Fascia (Shell Scheme stands only)</td>
<td>Thursday, 4 October</td>
<td>Nazaret González</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:nazaret.gonzalez@grupomarva.com">nazaret.gonzalez@grupomarva.com</a></td>
</tr>
<tr>
<td>Furniture Rental</td>
<td>Thursday, 4 October</td>
<td></td>
</tr>
<tr>
<td>Electricity order</td>
<td>Thursday, 4 October</td>
<td></td>
</tr>
<tr>
<td>Shell Scheme Extras</td>
<td>Thursday, 4 October</td>
<td></td>
</tr>
<tr>
<td>Graphics/Signage</td>
<td>Thursday, 4 October</td>
<td></td>
</tr>
<tr>
<td>Hostesses &amp; Temporary Staff Hire</td>
<td>Thursday, 4 October</td>
<td>Mafalda Resende</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:mafalda.resende@springevents.pt">mafalda.resende@springevents.pt</a></td>
</tr>
<tr>
<td>Catering</td>
<td>Thursday, 4 October</td>
<td>Inês Oliva</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:ioliva@sccatering.pt">ioliva@sccatering.pt</a></td>
</tr>
<tr>
<td>Plants &amp; Floral Arrangements</td>
<td>Tuesday, 16 October</td>
<td>Liz Garden</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:encomendas@lizgarden.pt">encomendas@lizgarden.pt</a></td>
</tr>
</tbody>
</table>

## Delivery Information

| Door to Door Shipments                                                      | Please contact HERMES/ MERKUR | Zehavit Akerman                         |
|                                                                             |                               | zehavitak@hermes-exhibitions.com        |
| Airfreight Shipments                                                       |                               |                                      |
| Shipment via *Germany* Warehouse                                           | No later than Tuesday, 16 October |                                      |
| Shipment via *Lisbon* Warehouse                                            | No later than Friday, 19 October |                                      |
| Exhibition goods - Direct Deliveries to Congress Venue                     | Monday, 22 October 10:00-20:00 (Space only stands) |
|                                                                             | Tuesday, 23 October 08:00-20:00 (All stand types) |
Exhibition Time Table (subject to change)

<table>
<thead>
<tr>
<th>Set up</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 22 October</td>
<td>10:00 - 19:30 - ‘Space Only’ stands</td>
</tr>
<tr>
<td>Tuesday, 23 October</td>
<td>08:00 - 19:30 - All stand types</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibition hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, 24 October</td>
<td>09:30 - End of Welcome Reception (~19:30)</td>
</tr>
<tr>
<td>Thursday, 25 October</td>
<td>09:30 - 16:30</td>
</tr>
<tr>
<td>Friday, 26 October</td>
<td>09:30 - 16:15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Breakdown/ Dismantling</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, 26 October</td>
<td>16:15 – 22:00</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTES:**

- On Saturday, 27 October there will be no exhibition while the Meeting is still continued.
- Empty crates and packaging material must be removed after set-up and no later than Tuesday, **23 October at 17:00**. All aisles must be clear of exhibits and packaging materials to enable cleaning.
- **All exhibitors should be at their stand 30 minutes before the official opening hour.**
- Dismantling of the stands before the official hour is not permitted.
- It is the exhibitor’s responsibility to dispose of all materials after dismantling.
- Any equipment, display aid or other material left behind after **Friday, 26 October 2018 at 22:00** will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.
- Please do not leave any visible valuable articles at your stand. In addition, please consider hiring extra security for your stand before\after Exhibition Operating hours if needed.

**Welcome Reception**

You are cordially invited to the Welcome Reception which will be held in the Exhibition hall on Wednesday, 24 October 2018 from 18:30. Exhibitors are asked to please man their stands during the Welcome Reception in the Exhibition Hall.
Section 2: Exhibition Floor Plan, List of Exhibitors

Exhibition Floor Plan (as of June 2018)

List of Exhibitors (as of June 2018)

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Stand No.</th>
<th>Stand Type</th>
<th>Stand Size in sqm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Octapharma</td>
<td>2</td>
<td>Space</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6m x 7m</td>
</tr>
<tr>
<td>CSL Behring</td>
<td>3</td>
<td>Space</td>
<td>84</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12m x 7m</td>
</tr>
<tr>
<td>Shire</td>
<td>4</td>
<td>Space</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10m x 10m</td>
</tr>
<tr>
<td>Cytognos</td>
<td>5</td>
<td>Space</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3m x 3m</td>
</tr>
<tr>
<td>ConvaTec</td>
<td>7</td>
<td>Space</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6m x 3m</td>
</tr>
<tr>
<td>Biotest</td>
<td>10</td>
<td>Space</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6m x 3m</td>
</tr>
<tr>
<td>Grifols</td>
<td>12</td>
<td>Space</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4m x 3m</td>
</tr>
<tr>
<td>RMS</td>
<td>11</td>
<td>Shell</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4m x 3m</td>
</tr>
<tr>
<td>ESID</td>
<td>12A</td>
<td>Space</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4m x 4m</td>
</tr>
<tr>
<td>Micrel Medical Devices</td>
<td>13</td>
<td>Shell</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4m x 3m</td>
</tr>
<tr>
<td>TMH Medizinhandel</td>
<td>20</td>
<td>Space</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6m x 3m</td>
</tr>
<tr>
<td>Cane</td>
<td>21</td>
<td>Space</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7m x 6m</td>
</tr>
</tbody>
</table>
Section 3: Exhibition Services

Exhibitor Badges
Each exhibiting company is entitled to free exhibitor badges. The amount of free exhibitor badges is stated in your contract, and determined by your stand size.
Two exhibitor badges will be given for the first 9 sqm booked, and one additional badge for each 9 sqm thereafter.
Exhibitor badges will be prepared for you to collect onsite (they will not be mailed in advance).
The exhibitor badges allow access to the exhibition area and Welcome Reception.
The exhibitor badges are generic and state the name of the company only, in order that they may be used interchangeably between staff members. Therefore, there is no need to submit individual names.
Exhibitors are required to access the Exhibitor's Portal and provide the name of the company they wish to be displayed on the badges (otherwise the company name as appear on your application form will be printed on the badge).
Additional exhibitor badges may be purchased online through the Exhibitor’s Portal, at the rate of EUR 180 per badge.
Companies may purchase a maximum number of exhibitor badges as follows:
- Stands of up to 60sqm - 15 exhibitor badges
- Stands larger than 60sqm - 25 exhibitor badges

Notes:
- Deadline for ordering additional exhibitor badges via the exhibitor portal: Tuesday, 16 October.
- Please make sure that your company profile has been submitted via the Exhibitor’s Portal before placing an order.
- Deadline for submitting your company name and company profile: Monday, 20 August.

To place an order for additional exhibitor badges, please access the Exhibitor’s Portal no later than Tuesday, 16 October https://exhibitorportal.kenes.com
Each exhibitor will receive in a separate e-mail the login details to access the Exhibitor’s Portal.

All company representatives are required to wear exhibitor badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Exhibitor badges are for the use of company personnel manning the stand and should not be used to bring visitors to the Exhibition.

Access to the Exhibition Hall during Set-up and Dismantling Times
Stand builders and staff must wear service passes during the entire set-up and dismantling period. Service Passes are free of charge and may be collected from the Exhibition Manager Desk on-site.

On Site Exhibition Manager Desk
The Exhibition Manager Desk will be open throughout the Exhibition set-up, opening and dismantling period. The desk will be located within the Exhibition area.
Prior to this time, if you have any queries regarding your participation at ESID 2018 please feel free to contact the Exhibition Manager:
Sharon Gamliel
Tel: +41 22 908 0488 Ext: 562 | E-mail: sgamliel@kenes.com
“K-Lead” Application - Barcode Scanner Application

Lead Retrieval systems are a helpful tool for receiving participants’ contact information when they visit your stand. The information obtained by lead retrieval system enables Exhibitors to enhance their database by securing valuable leads for further marketing and communication.

We are pleased to offer you the “K-Lead” Application: exhibitors can download the “K-Lead” app onto their own smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants’ full contact information with a quick scan of their badge.

The advantages of the “K-Lead” application:

- Effortless process using registration badge barcode.
- Allows to immediately view the leads information.
- Ability to insert exhibitor’s comments for each lead.
- Application is available for download from Apple store or Google play: "Kenes K-Lead App".
- Cost per unit – EUR 400 (Additional 4% service charge will be added for payments by credit card)

The Application should be installed on your company/personal device. Operational information will be sent on request.

Please Note:

- Barcodes on participants' badges contain contact information as supplied by the registrant or the agency responsible for the registration process of that participant. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.
- In addition, please note that neither Kenes Group nor the Organising Committee is responsible for the content of the information.
- Furthermore, in some cases, the participant does not give his permission to transfer his contact details to any other party.
- Therefore, although participant visited your stand and name badge was scanned by your barcode reader, we are unable to forward you his contact details.
- Device is not included. If you wish to rent device, please check with us cost and stock availability.
- Mini Scanners devices are available only for Symposia.

To order “K-Lead” Application please access the Exhibitor’s Portal https://exhibitorportal.kenes.com

Deadline: Tuesday, 16 October
Section 4: Technical Information

Shell Scheme Stand

To ensure the smooth and efficient installation and dismantling of your stand, an official Stand Contractor has been appointed (See SECTION 5: official contractors).

Shell Scheme which have been pre-booked with Kenes includes the following:

- **Walls** – 2.5-meter-high white melamine panels with aluminium frame
- **Facia** - Front panel with one company name and stand number hanging on a sign
- **Lighting** - 3 spots of 300w on one rail per Shell Scheme
- **Blue Carpet**

  * Actual panel size: 100 cm wide x 250 cm high
  * Visible panel size:    97 cm wide x 240 cm high

**Please note:** Corner stands are provided with two open sides and 2 fascia panels with company name.

Shell Scheme stand does NOT include:

- Furniture
- Electricity
- Stand cleaning

**Furniture and Electricity – Combined Package for 320 EUR**

To assist you with your stand planning, we have put together the following furniture and Electricity package:

- Electric connection up to 3kW including consumption (3kW)
- 1 x Round 80/90 cm white melamine
- 2 x Jacobsen Chair white color
- 1 x Trash bin

Above rate is for the full duration of the exhibition and does not include VAT if applicable.

All furniture items included in the package, are not exchangeable.

Please submit your order for Furniture package by email to Sharon Gamliel  sgamliel@kenes.com

**Deadline: Tuesday, 25 September 2018.** (please click here for order form)

**Fascia Sign**

Maximum of 40 characters including spaces may be written on your fascia. Please submit lettering for fascia until **Thursday, 4 October 2018** by using Marva Services Order Form at the end of this manual. If you wish to print your logo on the board, instead of the name or in addition to the name, this can be ordered at additional cost via the official contractor.

**If text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.**
Technical Information and Regulations for Shell Scheme Stands

1. All basic shell scheme stands will be designed and built by the Official Stand Contractor.

2. Exhibitors are not allowed to make any alterations to the structure of the stands or remove any integral parts from the stands. Exhibitors wishing to remove or change the location of any standard equipment within the stand should indicate clearly on the location plan and forward it together with clear instructions to the official contractor before Thursday, 4 October 2018.

3. No shell scheme stand-fitting or display(s) may exceed a height of 2.5m or extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor.

4. No tape, nail or fixture of any kind is allowed to be affixed to the partitions, floor, ceiling or fascia. Exhibitors are liable to any damage caused to their stand fixtures, fittings at the fair.

5. An exhibitor occupying a stand at the corner can request to close the additional side(s). If the official stand contractor is not being notified in writing before Thursday, 4 October 2018, it will be assumed that the exhibitor will have opening on the additional side(s).

6. Shell scheme stands will be provided with a blue carpet. If exhibitor wishes to change the colour of the carpet in the stand, additional cost will be required. Please refer to Marva Services Order Forms at the end of the manual.

7. Exhibitors requiring additional equipment should contact the official contractor as per the above deadlines information.

8. No painting is allowed; no usage of nails or screws.

9. Double sided tape can be used to affix lightweight items. Velcro can be used as well (male & female); however must be removed after the meeting or that task will be charged to the exhibitor.

10. It is possible to use fishing line (nylon) to hang pictures etc.

11. Damaged panels will be charged to the exhibitor causing such damage.

12. Excess stock, literature or packing cases may not be stored on, around or behind stands, unless contained within a lockable storeroom.
Space Only Stands

Exhibitors using independent contractors are required to submit the following for the organiser approval:
1. A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed stand to be built.
2. The name and contact details of their construction company.
3. Electrical connections - a list of all appliances.
4. Other utility connections such as water and drainage are subject to availability and must be checked with the Exhibition Manager prior submitting the designs.

Deadline: Thursday, 6 September 2018
Please submit the files through the Kenes Exhibitor’s Portal: https://exhibitorportal.kenes.com

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits. Entire sideway walls will not be approved.
- Island stands should be partly accessible on all “open” sides. Requests to be partially exempt from this rule should be submitted in writing to the Exhibition Manager.
- Construction finish must be perfect in all the stand’s visible areas, including rear sides.
- Raised Floor/Platform - please refer to the following page.
- Advertising on the boundary with other stands is prohibited.
- Multilevel structures are not permitted.
- Arches, bridges or similar construction connecting two or more stands are not permitted.
- The maximum building height for the top of all elements in the stands is 4.5m.
- Any part facing neighboring stands that is above 2.50m in height needs to be designed with neutral surfaces (white or grey).
- Ceiling Rigging – please refer to the following page.
- The organisers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.
- Work cannot commence until the exhibitor layout is approved by the organisers and the venue.
- We recommend exhibitors who are using independent stand contractors to include a site visit in the planning process to assure a smooth and well planned set up. Please contact Júlio Teixeira from the CCL. E-mail: julio.teixeira@ccl.fil.pt

If you require additional stand equipment (Furniture, Graphics, etc.), please refer to Marva Services Order Forms at the end of the manual.
Hall Specification

Exhibition Hall
The exhibition will be held in Pavilion 2 (Pavilhão do Rio) on Level 0. Please click here for Level 0 floor plan.

Floor
The exhibition floor is made of granite. We recommend installation of carpet or floor covering in stand.
Power supplies and other utilities are supplied via the floor.
Maximum floor load: 2000kg/m² for any item to go into pavilion 2.

Raised Floor/Platform
Please note that if your stand has a platform higher than 4.5 cm, you are required to provide a ramp for handicapped access.
The platform sides must be closed and finished neatly. The platform edges must be safe, secured and easily visible.

Build-Up Height
- The maximum building height for the top of all elements in the stands is total of 4.5 meters
- Shell scheme stands build up is 2.5m

Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands.

Any part facing neighboring stands with mutual walls that is above 2.50m in height needs to be designed with neutral Surfaces (white).

Ceiling Rigging
Ceiling Rigging is permitted and should be authorized in advance by the CCL.
The highest point of the rig should not exceed 5.5m, measuring from the floor to the top of the element (suspended banner/ truss with lighting).
Ceiling Rigging can only be made by CCL exclusive supplier (AVK), subject to specific quotation.
Requests must be submitted no later than **Tuesday, 25 September 2018**. Please complete the Rigging order form at the end of this manual and send it by e-mail to Joana Pinto from the CCL E-Mail: joana.pinto@ccl.fil.pt by above indicated deadline.

Electricity and Electrical Installations
According to the regulations, the electrical installations for the exhibition will only be connected to the power supply after being checked and approved by the official contractor.
Only the official contractor is authorized to provide the electrical switchboard for the power points.
Thus, every exhibitor should order an electrical switchboard from the official contractor and to pay for the electrical consumption according to his power needs (Excluding exhibitors who have purchase Furniture and Electricity combined package.
It is essential that exhibitor give the power needed in the stand. Damage caused to the mains or to the specific point by these connections is the sole responsibility of the exhibitors.
If you require electricity for your stand, please refer to Marva Services Order Form at the end of this manual.
Internet & Wi-Fi
A free Wi-Fi access will be provided to all visitors, suitable for basic web browsing. Should you have any internet-based feature or activity at your stand (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your stand (wireless or wired connection) to guarantee a high-quality service inclusive of technical support.
Please submit your request for internet connection in advance, by email to the Exhibition Manger, e-mail: sgamliel@kenes.com (ATT: Sharon Gamliel)
Kindly specify what kind of internet-based activities are planned, how much Bandwidth will be required for your stand and whether wireless or wired connection or both is required.
Please be advised the creating private Wi-Fi network in the stand is not allowed
The Venue and the organisers reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.

Parking
The car park has one entry from Rua da Junqueira, it’s required to go around the building from the right. The car park adapt it’s business hours to the events. Users of the car park may choose one of several payment options.
Find out more about other car park located in Praça das Indústrias, at www.parkopedia.pt

Loading Bay
For information regarding loading bay, please refer to the Shipping Instructions at the end of this manual.
Only Hermes/Merkur can operate machinery inside (forklifts, etc.) to unload/load trucks. Security at the entrance will allow access to the loading bay considering its capacity.

Security
Neither the organisers nor the CLL can accept responsibility for security of the stands and their contents or damage to and theft of any goods. Exhibitors are responsible for the security of their stand and equipment.
Individual stand security may be ordered directly with the CCL.
The venue has 24hour onsite security.

Stand Catering
Silva Carvalho Catering has the sole rights for the sale or distribution of any item of food or drink within the CCL. If you require catering for your stand, please submit your order in advance.
Contact details:
Inês Oliva
Tel: (+351) 932 012 596
ioliva@sccatering.pt
Kindly place your order no later than Thursday, 4 October

Stand Cleaning
The organisers will arrange for general cleaning of the Exhibition premises (excluding exhibits and displays) prior to the opening of Exhibition and daily prior to opening thereafter.
For ordering daily stand cleaning, please refer to the order forms at the end of this manual.
Waste Removal
Exhibitors are responsible for the removal of all refuse/waste from the Exhibition area. Any discarded waste, including promotional material, left behind will be removed by the organisers at the expense of the exhibitor concerned.
Rules and Regulations - *Binding for all exhibitors and their subcontractors*

**Children/Animals**
No person under the age of 16 years can be admitted to the Exhibition, either during Build-Up, Open Days or Breakdown. This rule also applies to Exhibitors’ children and must be rigidly enforced to comply with the safety regulations of the exhibition. It is also not permitted to bring animals into Venue.

**Build-Up & Dismantling Period**
- During the period of build-up and dismantling, it is prohibited to consume alcoholic beverages in the working area as well as to perform work under the influence of alcohol and drugs.
- The Exhibitors and contractors are required to wear the necessary personal protective equipment such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.
- The use of cutting machines, welding machines, sanders and a spray guns is strictly forbidden.

**Damage to the Building**
Exhibitors are liable for all damage caused to floors, walls, and pillars during the installation, Exhibition, and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls, and pillars.

**Disposal of Material**
It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.

**Fire Regulations and Fire Insurance (compulsory)**
- Stand material and fittings must be non-flammable or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.
- Exhibitors must be insured against fire.

**Health & Safety**
- It is the responsibility of the stand holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the stand holders appoint a supervisor for the stand, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the stand and submitted to the organiser.

**Hanging of Posters, Banners etc.**
Hanging of posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue are not allowed without a prior written authorization.
Insurance (compulsory)

- Neither the organisers nor the venue, their representatives or agents will be held responsible for any loss or damage to exhibitor’s property. Exhibitors must take precautions to protect their property against pilferage.
- The organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a public liability insurance that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organiser or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company’s insurer.
- Exhibitors are required to have a previous credential, which implies the presentation of an insurance policy for civil and professional liability, covering damage caused in the premises or to a third party and possible damage due to stoppage of CCL’s activities, in the amount of 1.000.000,00 EUR.

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organisers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organisers find it necessary to change the dates of the Exhibition, the organisers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organisers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any manner whatsoever.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition stand.
- Advertising material and signs may not be distributed or displayed outside the exhibitor’s stands.
- Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibits.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Advertising in the exhibition’s premises must comply with rules of the “Código de Práticas Legais em Matéria de Publicidade” of the Câmara de Comércio Internacional (International Chamber of Commerce’s Code of Legal Practice in Advertising Matters).
- Distribution of balloons filled with a gas that is lighter than air is not allowed.
- The carrying out of tests or contests must have the CCL approval
Special Effects
Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.

Smoking Policy
The CCL operates a NO SMOKING policy in ALL halls.

Exhibited Products
Products on display are not allowed to have any reference to price, save in exceptional cases, which must always have explicit written authorisation from CCL.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.
Section 5: Official Contractors

Stand Construction \ Additional Stand Fittings \ Electricity \ Furniture Rental \ Graphics and Signage
Grupo MARVA
Nazaret González
Tel: (+34) 913 67 54 28
E-mail: nazaret.gonzalez@grupomarva.com
To place an order for the services mentioned above, please refer to Marva Services Order Form at the end of this manual.

Stand Cleaning \ Rigging \ Telecommunications and AV Equipment for your stand \ Security
Lisbon Congress Center (LCC)
Joana Pinto
Tel: +351 21 892 14 11
Mobile: + 351 927984842
E-mail: joana.pinto@ccl.fil.pt

Catering
Silva Carvalho Catering
Inês Oliva
Tel: (+351) 932 012 596
E-mail: ioliva@sccatering.pt

Hostesses & Temporary Staff Hire
Spring Events
Mafalda Resende
E-mail: mafalda.resende@springevents.pt

Plants & Floral Arrangements
Liz Garden
Tel: +351 218429960
E-mail: encomendas@lizgarden.pt
Website: https://www.lizgarden.pt/

Freight Handling & Customs Clearance Agent
Hermes Exhibitions & Projects Ltd.
Zehavit Akerman
Tel: + 49 6173 966 95 28
Mobile: +972 52 511 4982
Email: zehavitak@hermes-exhibitions.com
Section 6: Order Forms

The following orders are to be filled and submitted online through the Kenes Exhibitors’ Portal: https://exhibitorportal.kenes.com
Each exhibitor will with login details to access the Kenes Exhibitor’s Portal.

- Company Logo and Profile
- Exhibitor Badges
- Stand design and full details of Construction Company – for “Space only” stands
- “K-Lead” - Lead Retrieval Wireless Barcode Reader

Furniture & Electricity – Combined Package for shell scheme stands only - please click here

Official Contractors Order Forms

CCL– Lisbon Congress Center

- Rigging order form - click here
- Stand Cleaning order form - click here
- IT & Audio-Visual order form - click here

MARVA

Marva Services Order Form include the following services:

- Text for Fascia (Shell Scheme stands only)
- Furniture rental
- Carpet (Reminder: shell scheme stands will include blue carpet)
- Electricity order
- Extra elements for your stand
- Graphics/Signage

IMPORTANT - ORDER DEADLINE: Orders received after the given deadline may be subject to a surcharge fee.

If you require any additional services which do not appear in this manual, please contact:
Ms. Sharon Gamliel
Exhibition Manager
Kenes Group
Tel: +41 22 9080488 Ext 562
Email: sgamliel@kenes.com
Section 7: Delivery Regulations and Instructions

The shipping instructions include the following information:
• Shipping Instructions
• Tariff
• Material Handling Form
• Labels

Delivery & Logistic Services
Hermes/Merkur Ltd. has been appointed the official forwarding agent and clearance agent for this Meeting and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition hall.

For security, insurance, and efficiency reasons, Hermes/Merkur is the sole official agent to handle cargo inside the venue. Stand builders are prohibited from using trolleys during set-up and dismantling periods. Kindly note that the official agent is the exclusive agent for move in and move out of the venue. Exhibitors and stand builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

Insurance of Goods
All cargo should be insured from point of origin.

Exhibition Goods, Inserts and Display Materials
Please note that all materials entering the venue incur a handling charge. This includes materials for inserts to the Meeting bags and display.

To receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-Advise” form included in the shipping instructions.

Please Note: All advanced shipments and deliveries to the Hermes/Merkur warehouse, including by courier, must be coordinated with Hermes/Merkur.

In order to assure receipt of sent materials, Hermes/Merkur must receive the “Pre-Advise” form found at the end of this section. Please complete this form and return it to Ms. Zehavit Akerman: zehavitak@hermes-exhibitions.com. You will then receive confirmation of your material arrival.

Hermes Exhibitions & Projects Ltd.
Ms. Zehavit Akerman
Tel: +49 69 747 848 or +972 8 914 6382
Mobile: +972 52 511 4982
Web-site: hermes-exhibitions.com
Logistics services and shipping instructions

Kindly note that Hermes Merkur is the sole official on-site agent nominated by: KENES GROUP to handle all in/out shipments arriving to this congress.

We are pleased to inform you of the arrangements for shipping, international freight forwarding, customs clearance and on-site services for ESI D 2018 Meeting.

Please note that you may use any transport company up to the venue door. However, no other company is permitted to deliver, operate, and handle goods inside the venue.

**Range of services**

- Transport, national or international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to exhibition-stands, forklifting,
- Storage of empty boxes and crates during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and supervision

This shipping manual will assist your preparation for the correct and timely dispatch Of exhibits to the Meeting. Please follow the instructions closely.

**General Information**

**Contact Details:**
Hermes Exhibitions & Projects Ltd.
Contact: Ms. Zehavit Akerman
Tel: + 49 6173 966 95 28
Mobile: +972 52 511 4982
E-mail: Feb zehavitak@hermes-exhibitions.com
Please note these important dates:

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door to door shipments</td>
<td>Please contact Hermes – Merkur</td>
</tr>
<tr>
<td>Airfreight shipments</td>
<td>Please contact Hermes – Merkur</td>
</tr>
<tr>
<td>Shipment via Germany warehouse</td>
<td>No later than October 16, 2018</td>
</tr>
<tr>
<td>Shipment via Lisbon warehouse</td>
<td>No later than October 19, 2018</td>
</tr>
<tr>
<td>Exhibition goods - Direct deliveries to Meeting venue</td>
<td>October 22, 2018 - 10:00 - 19:30 (Space only)</td>
</tr>
<tr>
<td></td>
<td>October 23, 2018 - 08:00 - 19:30 (All booths types)</td>
</tr>
<tr>
<td>Dismantling / Breakdown</td>
<td>October 26, 2018 - 16:15 - 22:00</td>
</tr>
</tbody>
</table>

**Shipment Categories**

All shipments must be packed, labeled and sent according to the appropriate category (see below). Please use only the attached labels. Please do not mix different types of shipments in one box.

**Categories**

1. **Insert-for participant bags**
2. **Marketing/promotion material-for unmanned display**
3. **Exhibition goods-for exhibition stand only**

**Exhibition goods-for exhibition stand only**

All shipments must be pre-advised by using the attached order form sheet. Please use only attached labels.

The handling of your shipment will be charged as per official handling tariff.
1. **Door to Door Shipment**

We offer companies consolidated trucking services from starting point to venue as part of consolidated international shipments for the meeting. This will assist in reducing costs and ensuring timely delivery.

2. **Airfreight Shipments**

**IMPORTANT!!!** Please do not send any airfreight shipment unless you receive very specific instructions.

3. **Shipment via advance Warehouse**

You may choose to send your goods to one of the advance warehouse located in **Frankfurt** or **Lisbon**.

The advance warehouse service will include:

1. Delivery on your convenient time and delivery up to your stand.
2. No overtime or surcharge fee.
3. Includes free storage at the advance warehouse.

**Germany**

Merkur Expo Logistics GmbH

c/o Schmidt Peterslahr

Auf dem Höhchen 2

D-56587 Oberhonnefeld ,

Congress name _________________

Name of Exhibitor ________________

Stand no. _________________

**Portugal**

MERKUR EXPO

Armazém / Warehouse

Estrada da Arrogela - Quinta do Pinheiro

Fracção K –

2615-184 Alverca – Portugal

Att: Mauricio NEVES

Congress name _________________

Name of Exhibitor ________________

Stand no. _________________
4. **Direct delivery to the Meeting venue**  
**Domestic Shipments / Full load trucks**

**Venue**  
Lisboa Congress Centre  
Praça das Indústrias  
1300-307 Lisboa  
Portugal

All trucks must have pre alert confirmation prior to arrival to the venue.  
The traffic rep. will give each vehicle a voucher, which will allow them access to the dock  
For delivery direct to the venue, please make sure to send us time slot request form,  
**No later than Oct. 15, 2018.**

Trucks unloading / Loading via the official nominated agent will have priority, Vehicles will be  
directed to the loading entrance.

Trucks have to leave the unloading area immediately after unloading is finished.  
Unloading /loading are limited to: 7.5 Ton / 60 minutes 13.6 Truck up to 90 minutes  
Turks that will not be on time are subject to penalty.

Self-unloaded / loaded trucks are subject to access fee per entry.  
€ 150.00€ / 7.5 T truck   200.00€ / 13.6 M  (**must be pre-paid**).

5. **Courier Shipments, customs cleared only**

We highly recommend **not using** a courier service.

In case of sending a courier shipment, please be sure to send us a **pre-advice**  
with the full details of the shipment:  courier company, number of pieces and  
tracking number.

**ATTENTION**

Direct courier shipments are NOT accepted at the venue before official assembly dates.  

Courier shipment must be send DDP terms. (Delivery duties paid).  

Handling of courier shipment as per the official tariff.  

Shipments that arrive without pre alert and payment confirmation will not be accepted.
6. Insurance

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that Merkur Expo Logistics do not insure automatically unless asked to do so in writing. Please note that it is the exhibitors’ responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. Merkur Expo are not liable for any losses, left or pilferage.

7. Basic Conditions of Contract

All services will be billed according to the official Handling Tariff. All work undertaken is subject to the local & German Forwarders terms and conditions, CMR, newest edition, ADSp trading terms and conditions latest edition and the Merkur Expo liability policy, in conjunction with the conditions and rates for trade fair transportation. The liability of Hermes Merkur with delivery and commences with collection of freight at the exhibition stand. It is the exhibitor's responsibility to ensure the security of material until collected from the stand by Merkur Expo.

9. Terms of payment

No unauthorized Credit will be accepted. Our invoices will be due immediately after issuance without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event and before return shipping of their exhibits.

We wish you a successful experience!
Hermes – Merkur
LOADING AREA FOR SELF UNLOADING
Order Form Direct Delivery to Venue
Time slot request

This is a compulsory form for all exhibitor or suppliers

Please return by e-mail to Hermes Merkur  Deadline for receipt October 15, 2018

<table>
<thead>
<tr>
<th>Name of Exhibitor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall / Stand #</td>
<td></td>
</tr>
<tr>
<td>Contact on-site</td>
<td></td>
</tr>
<tr>
<td>Phone #</td>
<td></td>
</tr>
<tr>
<td>Payment will be covered by</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cargo information</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.6 Truck</td>
</tr>
<tr>
<td>7.5 Truck</td>
</tr>
<tr>
<td>Partial shipment (weight Volume)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preferred time slot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service</td>
</tr>
<tr>
<td>Move in / delivery</td>
</tr>
<tr>
<td>Move out / pickup</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requested by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name</td>
</tr>
<tr>
<td>E-mail</td>
</tr>
<tr>
<td>Tel</td>
</tr>
</tbody>
</table>

Upon confirmation of your time slot

Please send truck details to arrange the registration
Dear Exhibitor / Stand Builder / PR Company,

Please return the below form duly filled in to Hermes Merkur Congress

<table>
<thead>
<tr>
<th>Congress name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor name if applicable</td>
<td></td>
</tr>
<tr>
<td>Stand # if applicable</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Insert</th>
<th>Marketing</th>
<th>Exhibition goods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frankfurt</td>
<td>Advance Warehouse</td>
<td></td>
</tr>
<tr>
<td>Lisbon</td>
<td>Advance Warehouse</td>
<td>Direct to Venue</td>
</tr>
<tr>
<td></td>
<td>Door to Door</td>
<td></td>
</tr>
</tbody>
</table>

**Company details responsible for shipping**

| Publisher | | |
|-----------| | |
| Stand Builder | | |
| PR Company | | |

| Contact person | | |
|----------------| | |
| Tel            | | |
| E Mail address | | |

**Shipping information**

| Purchase order # | | |
|------------------| | |
| Truck size       | | |
| Courier tracking # | | |
| Airway bill number (AWB #) | | |
| Number of pieces | | |
| Weight in Kg     | | |
| CBM              | | |

**Payment confirmation**

This is to confirm that the payment for handling the above cargo will be covered by our company.

Company name_______________________________ VAT No.: ________
Street________________________ City ____________
Zip________ State ____________
Contact details_________________________ TEL________________ E Mail __________________
P. Order #___________________________
Credit card holder________________________
Credit card number________________ VISA / DINERS / MASTER CARD
Validity, month ______ year ________ Security code ________

For payments by credit card there will an additional of 3.50 % service fee, for AMEX 4.00 %.

**Important!**
Please enclose a copy of both front and backside of your credit card.
We cannot guarantee services for any cargo arrival without a pre-advice and payment confirmation!
Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to HERMES
E-mail: zehavitak@hermes-exhibitions.com

**Pre advise - Material handling form**

<table>
<thead>
<tr>
<th>Congress name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor name</td>
<td></td>
</tr>
<tr>
<td>Stand #</td>
<td></td>
</tr>
</tbody>
</table>

**Shipment information**

<table>
<thead>
<tr>
<th>Service requested</th>
<th>Door to Door</th>
<th>Germany Advance Warehouse</th>
<th>Portugal Advance Warehouse</th>
<th>Direct to Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Shipper’s name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E mail address</td>
<td></td>
</tr>
<tr>
<td>Tel #</td>
<td></td>
</tr>
<tr>
<td>Purchase order #</td>
<td></td>
</tr>
<tr>
<td>Truck size</td>
<td></td>
</tr>
<tr>
<td>Courier tracking #</td>
<td></td>
</tr>
<tr>
<td>Airway bill number (AWB #)</td>
<td></td>
</tr>
<tr>
<td>Number of pieces</td>
<td></td>
</tr>
<tr>
<td>Weight in Kg</td>
<td></td>
</tr>
<tr>
<td>CBM</td>
<td></td>
</tr>
</tbody>
</table>
Payment details

This is to confirm that the payment for handling the above cargo will be Covered by our company.

Company details ______________________________ VAT No. ________________

Email ______________________________ Phone _____________________

Address ______________________________________________________________________________________

Card type VISA [ ] DINERS [ ] MASTER CARD [ ] AMEX [ ]

Credit card #

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Expiry date ____________ CVC ( Last 3 digits on back of credit card) ____________

Card holder’s name ________________ card Holder’s Signature ________________

Please enclose a copy of both front and back side of your credit card

Payments by credit card additional 3.00 % service fee will be added for AMEX 3.5%. 

We cannot guarantee services for any cargo arrival without a pre-advise and payment confirmation!
Logistics services tariff

Inbound / out bound

1. Air Freight  Frankfurt or Lisbon airport (please follow the shipping instructions)
From free arrival F airport up to free delivered booth including:
Transfer from airport to the warehouse
Transfer from warehouse to the show site
Delivery to the booth
1 CBM = 300 kg

Minimum per shipment € 325.00
Up to 250 kg € 2.05 / Kg
Up to 500 kg € 1.75 / Kg
Above 500 kg each additional kg € 1.60 / kg

Airport taxes, storage, fees etc. will be calculated as per outlay € 155.00/Min
Outlay fees + 10% for pre-payment

2. Handling via Warehouse / courier shipment  Frankfurt or Lisbon
From free arrival warehouse up to free delivered booth
Including intermediate storage
1 CBM = 300 kg

Shipment up to 25 kg € 145.00
Shipment up to 50 kg € 175.00
Shipment over 50 kg € 85.00 / CBM/ Min 3 CBM

3. Direct Delivery to Venue
From free arrival venue up to free delivered stand, first time spotted:
1 CBM = 300 kg 1 LDM = 4 CBM

Shipment up to 25 kg € 75.00
Shipment up to 50 kg € 95.00
Shipment over 50 Kg € 75.00 / CBM/Min 3 CBM
Truck 7.5t € 850.00
Truck 13.6 M €1,200.00

4. Customs Formalities
Carnet ATA
Temporary importation under ATA Carnet € 190.00

Temporary Importation
Temporary importation and/or re-exportation
With commercial invoice € 190.00
Customs bond fee 3% CIF Value € 150.00 /Min

Permanent Importation
Per shipment / per document / per exhibitor € 190.00
Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax
+ 10% for pre payment
Customs inspection  
€ 75.00

Special Clearances
Food, beverages, pharmaceuticals etc. Available upon request

5. Other Charges
Handling of empties (including storage)  € 75.00 / CBM / Min 3 CBM
Forwarding commission - per order / shipment  € 75.00
On-site representative for service / support  € 55.00

Outbound Handling Charges
The same rates will apply for outbound services.

Please Note:
The above rates do not include local VAT that will be charged where applicable.
The above rates are for services provided from Mon – Fri, 08:00 – 17:00
Overtime surcharge (17:00 – 22:00) — additional 50% on total move in/out charges.
Overtime surcharge (22:00 – 08:00) — additional 75% on total move in/out charges.
Saturday Sunday & Holidays – additional 100% on total move in/out charges
EXHIBITION GOODS
Via Germany Warehouse

<table>
<thead>
<tr>
<th>Domestic Cargo / Courier Shipments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor or Company Name</td>
</tr>
<tr>
<td>Stand/Booth No.</td>
</tr>
<tr>
<td>Contact Person</td>
</tr>
<tr>
<td>Mobile Phone</td>
</tr>
</tbody>
</table>

Merkur Expo Logistics GmbH
C/O Schmitt Peterslahr
AUF DEM HÖHCHEHN 2
56587 Oberhonnefeld, Germany
Dirk Dewald: +49 2634 / 95 44 50

For: ESID 2018 Meeting (Lisbon, Portugal)

Box No. _______ of _______
EXHIBITION GOODS
Via Portugal Warehouse

<table>
<thead>
<tr>
<th>Domestic Cargo / Courier Shipments</th>
</tr>
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<tbody>
<tr>
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</tr>
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C onsigne:
Merkur Portugal Expo Logistics
Armazém / Warehouse
Estrada da Arrogela - Quinta do Pinheiro
Fracção K –
2615-184 Alverca – Portugal
Congress name: ESID 018
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# Exibition Goods

For the Exhibitor's Stand Only

<table>
<thead>
<tr>
<th>Direct to Venue</th>
</tr>
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Lisboa Congress Centre  
Praça das Indústrias, 1300-307, Lisboa, Portugal  
**Congress name: ESID 2018**

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Merkur Expo Logistics GmbH  
C/O Schmitt Peterslahr  
A U F   DE M   HÖHCHEN  2  
56587 Oberhonnefeld, Germany  
Dirk Dewald: +49 2634 / 95 44 50  
*For: ESID  2018 Meeting (Lisbon, PORTUGAL)*  
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**INSERTS VIA GERMANY WAREHOUSE**
## INSERTS
### VIA PORTUGAL WAREHOUSE

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**Consignee:**
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Armazém / Warehouse
Estrada da Arrogela - Quinta do Pinheiro
Fracção K –2615-184 Alverca - Portugal
for ESID 2018 Meeting
Box No. _______ of _______
Marketing/Promotional Material

For Congress Unmanned Display

Via Germany Warehouse

Exhibitor's Name

Contact Person

Mobile Phone

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C/O Schmitt Peterslahr
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56587 Oberhonnefeld – Germany

Congress Name: ESID 2018 (Lisbon, Portugal)

Box No. _______ of _______

Exhibitor’s Name

Contact Person

Mobile Phone

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